



# Civil Engineering Vacation/Abandonment Plat Requirements Checklist

Log No.: \_\_\_\_\_

Project:	
Location:	

Legend	
/	Requirement satisfied.
O	Requirement not satisfied.
?	Unable to determine status, more information is required.
X	Not applicable.

Review #	Reviewed By	Date
1		
2		
3		
4		
5		

The requirements referred to on the checklist can be found in Chapter 35 (Land Use and Zoning) and Chapter 48 (Subdivisions) of the Chandler City Code, and in the City's Technical Design Manuals.

Item	Requirement	Comments
1.	A filing and appraisal fee must be paid to the City's Real Estate Division prior to the submittal of the vacation plat for review.	
2.	Submit the vacation plat on 24" x 36" sheets.	
3.	The minimum allowable scale is 1" = 200'. Note the scale on each sheet.	
4.	The minimum height of all text and symbols must be 0.1" (one-tenth of one inch) and be in full density black ink.	
5.	All official seals and stamps affixed to the final plat must be in black ink as required by the Maricopa County Recorder's Office. All signatures must be in black ink.	

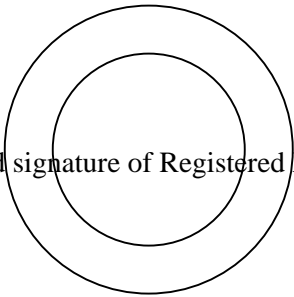
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**Planning and Development Department**  
**Civil Engineering Plan Review**  
**215 E. Buffalo St., Chandler Arizona**

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Form No. UDM-144  
New 4-13-07

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<b>Item</b>	<b>Requirement</b>	<b>Comments</b>
6.	Provide the City's log number in the lower right hand margin of all plat sheets:  <b>C.O.C. Log No.</b> _____	
7.	Place a key map on the cover sheet showing all tracts, parcels and lots by number or letter. When the plat contains more than two sheets, the key map must define the area covered by each sheet and indicate the sheet number.	
8.	Show the vacation name on all sheets of the final plat.	
9.	A legal description of the right-of-way to be vacated/abandoned is required on the plat cover sheet.	
10.	Place the following certification and the name, address, and registration number of the registered land surveyor preparing the final plat on the cover sheet:  <b>THIS IS TO CERTIFY THAT THIS VACATION/ABANDONMENT PLAT IS CORRECT AND ACCURATE AND THE MONUMENTS DESCRIBED HEREIN HAVE EITHER BEEN SET OR LOCATED AS DESCRIBED TO THE BEST OF MY KNOWLEDGE AND BELIEF.</b>   (Seal, date and signature of Registered Land Surveyor)  (Name of Registered Land Surveyor) Registered Land Surveyor No. _____ (Street address) (City, state, zip code)	

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<b>Item</b>	<b>Requirement</b>	<b>Comments</b>
11.	<p>Show on the cover sheet the subdivision location as defined by its section, township, range, principal meridian, county and state.</p> <p>This subdivision is located in part or in total over a previously recorded plat. Include the appropriate record reference, e.g. plat name and Maricopa County Recorder recordation information, in the heading on the cover sheet and on the map sheet of the plat.</p>	
12.	Show a north arrow on each sheet.	
13.	Provide a vicinity map on the cover sheet. Show the City limits if applicable. City of Chandler, other cities, Town of Gilbert, Maricopa County, Pinal County and Gila River Indian Community must be labeled, if applicable, wherever the project site abuts land that has not been incorporated by the City of Chandler.	
14.	Show the gross area on the cover sheet.	
15.	Provide a legend on the cover sheet.	
16.	<p>A statement about all easements must be shown on the plat:</p> <p><b>Easements are reserved as shown on this plat.</b></p>	
17.	<p>Add the following certification to the lower right corner of the cover sheet:</p> <p><b>THIS IS TO CERTIFY THAT IN MY OPINION THE VACATIONS/ABANDONMENTS SHOWN ON THIS PLAT CONFORM TO GOOD LAND PLANNING POLICIES AND ARE SUITABLE FOR THE PURPOSE FOR WHICH THEY ARE PLATTED.</b></p> <p>_____ <b>PLANNING &amp; DEVELOPMENT      DATE DIRECTOR</b></p>	

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Item	Requirement	Comments
18.	<p>Add the following certification to the lower right corner of the cover sheet below the Planning &amp; Development Director certification:</p> <p style="text-align: center;"><b>THIS IS TO CERTIFY THAT ALL ENGINEERING CONDITIONS AND REQUIREMENTS OF THE CITY CODE HAVE BEEN COMPLIED WITH.</b></p> <p style="text-align: center;">_____ <b>CITY ENGINEER</b>                      <b>DATE</b></p>	
19.	<p>The plat must contain a description of lot, parcel and tract monumentation and include the statement:</p> <p style="text-align: center;"><b>To be set at completion of mass grading.</b></p>	
20.	The basis of bearings given on the plat must be Maricopa County Recorder (MCR) record data. Show the appropriate MCR recordation information; e.g., book and page numbers or document, docket or instrument number.	
21.	Separate survey ties to two section corners, or quarter section corners, are required. Define the type of monumentation at each tie.	
22.	<p>Provide perimeter traverse data for the entire vacation boundary.</p> <p>A. For tangents this consists of:</p> <ol style="list-style-type: none"> <li>1) Bearing.</li> <li>2) Distance.</li> </ol> <p>B. For curves this consists of:</p> <ol style="list-style-type: none"> <li>1) Radius.</li> <li>2) Central angle.</li> <li>3) Curve length.</li> <li>4) Radial bearings on non-tangent curves.</li> </ol>	
23.	Boundary closure calculations are required with error of closure.	
24.	Reserve a 1' vehicular non-access easement (VNAE) on the plat at the lot/parcel abutting perimeter street right-of-way.	

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<b>Item</b>	<b>Requirement</b>	<b>Comments</b>
25.	Show on the plat the names of all adjacent subdivisions and other land divisions, along with the corresponding MCR recordation information and the property lines that intersect the subdivision boundary. Identify unsubdivided property.	
26.	Show and label on the plat all easements, e.g. drainage, utility, vehicular non-access, etc., being reserved with this plat.	
27.	Show and label on the plat all existing easements and rights-of-way within the plat boundary, as well as the existing easements and rights-of-way to the monument lines of adjacent streets, along with the corresponding MCR recordation information.	
28.	Easements to be abandoned must comply with the following requirements:  A. A letter from the utility companies agreeing to the abandonment is required.  B. A legal description or MCR recordation information is required.	

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<b>Item</b>	<b>Requirement</b>	<b>Comments</b>
29.	<p>The right-of-way to be abandoned must comply with the following requirements:</p> <p>A. The City Engineer must approve the abandonment.</p> <p>B. The City Attorney must approve the abandonment.</p> <p>C. A vacation plat must be prepared by an RLS for approval by City Council by Ordinance. The Ordinance becomes effective 30 days after its final adoption by City Council.</p> <p>D. The following certification is required on the cover sheet of all vacation plats:</p> <p><b>THIS VACATION AND ABANDONMENT HAS BEEN APPROVED BY THE CITY COUNCIL OF THE CITY OF CHANDLER, ARIZONA PER ORDINANCE NO. _____ ON _____, 20 ____</b></p> <p><b>BY:</b></p> <p>_____</p> <p><b>MAYOR</b> <b>DATE</b></p> <p><b>ATTEST:</b></p> <p>_____</p> <p><b>CITY CLERK</b> <b>DATE</b></p>	
30.	Provide an ALTA survey map if requested.	
31.	At the time the final plat is approved, provide a 3½" floppy disk or a compact disk containing the drawing (DXF or DWG format) of the final plat that includes sizes and horizontal locations of 4" and larger water, sewer and reclaimed water lines and appurtenances as well as curbs, gutters and sidewalks. The preferred format is AutoCAD Version 14 or 2000.	
32.	Provide an 8 1/2" x 11" PMT reduction for submittal to City Council for inclusion in the vacation/abandonment ordinance. This may normally be done after the second review.	
33.	The plat must provide for emergency vehicular access easement to the City of Chandler.	

**Notice to engineer/surveyor/developer:**

After staff approval, please provide three (3) original 4-mil photomylars of the final plat with original signatures to the City for execution.

The City Clerk's office will be responsible for recording the vacation/abandonment plat.

The vacation/abandonment plat may not be recorded until 30 days after the Ordinance is adopted by City Council.

**Please return this checklist with the next plan submittal**

**City Use Only**

- ☐ Public Works approval
- ☐ Municipal Utilities approval